



King County

ENVIRONMENTAL PROGRAM SECTION MANAGER

Food, Meat & Living Environment Section

Public Health – Seattle & King County

Environmental Health Division

Annual Salary Range \$75,705.00 - \$95,139.00

Job Announcement No.: 02RM3013

OPEN: 12/11/02 CLOSE: 1/03/03

WHO MAY APPLY: This career service position is open to all qualified candidates.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Employment Services, 999 3rd Avenue, Suite 1230, Seattle, WA 98104.** Applications materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Ngozi T. Oleru at (206) 296-4806 for further inquiries.

PLEASE NOTE: Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form, data sheet](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

WORK LOCATION: Downtown Public Health Center, 2124 Fourth Avenue, Seattle, and WA 98121

WORK SCHEDULE: This career service position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The work week is normally Monday through Friday.

PRIMARY JOB DUTIES INCLUDE:

This position provides senior level management and direction for the Food & Facilities section and actively participates in the Environmental Health Division leadership which implements the strategic direction and final business plan goal for the Environmental Health programs.

- Manage the daily operations of section programs technical assistance to staff, internal and external clients. Assure that programs within section are integrated in their delivery of services to the fullest extent.
- Lead the Food & Facilities Section program planning and integration into the divisions overall strategic and business planning. Participate in the development, implementation, and evaluation of the division's strategic plan. Participate in division senior management.
- Supervise program supervisors within the section (coach, mentor, conduct performance appraisals, discipline). Lead/Supervise divisional, intra department and interagency workgroups and committees. Conduct and lead section meetings ensuring regular and timely communication of programmatic issues to all section staff. Administer collective bargaining agreements. Participates in labor management committees and collective bargaining negotiations.
- Supervision of program people that are located at various sites throughout the county.
- Provide high level of technical expertise in the area of food & facilities, including development of new scientific information or methodologies. Train staff in technical knowledge and skills. Manage applicable operations and processes, ensuring that methodologies and technical systems meet regulatory requirements and industry standards.
- Lead section budget development with assistance from program supervisors. Implement and monitor section budget in coordination with Senior Administrative Assistant.
- Review and edit all technical correspondence and reports, interpret policies and procedures for subordinates in carrying out effective and comprehensive programs including inspections, public education, research, and community partnerships.
- Lead section efforts in research and program development funding in the areas of food science and safety, indoor air quality and surface water quality.
- Lead section efforts in grant applications and coordination.

QUALIFICATIONS:

- A Bachelor's Degree in natural sciences or related field.
- Five years experience in environmental public health or epidemiology.
- Five years administrative experience including personnel supervision/management, budget development and monitoring, and contract development.
- Five years experience in Food Science/Safety programming
- Knowledge and experience of the Food and Drug Administration (FDA) Model Food Code and related practices.
- Knowledge and experience of Indoor Air quality issues in schools.
- Ability to initiate and coordinate programs dealing with health disparities.
- Ability to plan for the protection of food and living environment against threats of weapons of mass destruction and natural disasters.
- Knowledge of theory and practice of environmental planning & public health.
- Knowledge of general management principles and business needs of the environmental industry, including technology and regulatory trends.
- Knowledge of principles and practices of the environmental compliance management and/or Public Health. Comprehensive knowledge of the programs of the division and thorough knowledge of the programs of the department and how the division fits within the department goals.
- Critical thinking and strategic planning skills, including long- and short-term goal setting.
- Communication skills (oral and written).
- Computer skills including word, Internet, excel & Microsoft office.
- Project management skills, including developing scope, schedule and budget, and principles of managing projects through to completion.
- Skill in establishing and maintaining working relationships with a diverse group of people.
- Ability to develop and undertake complex assignments with minimal direct supervision, and work successfully in a team environment. Skills in decision-making.
- Ability to initiate planning and implement research activities in environmental public health.
- Ability to anticipate and plan for emerging issues in environmental health.
- Ability to identify mediates and resolves complaints from internal and external sources.
- Demonstrated experience securing external grants for research or program delivery.
- Ability to effectively cooperate and coordinate with variety of groups and individuals some with conflicting goals and objectives.

DESIRED QUALIFICATIONS: The most qualified applicant will have a masters degree or higher in Public Health or natural sciences.

NECESSARY SPECIAL REQUIREMENTS: : The selected candidate must pass a through background investigation. Must have the ability to travel throughout the county in a timely manner with minimum public transportation available.

UNION MEMBERSHIP: Exempt

CLASS CODE: 0195 SEQUENCE NUMBER: 80-0195-3202